

MARGARET DONNELLAN TODD  
COUNTY LIBRARIAN

June 7, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL OF AMENDMENTS TO EXTEND AGREEMENTS  
FOR TEMPORARY PERSONNEL SERVICES FOR THE PUBLIC LIBRARY  
(1,2,3,4,5) (3-VOTE MATTER)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve the attached Amendment No. 4 to Agreement Number 73191 with Act 1 Personnel Services for temporary personnel services for an additional six (6) months, on a month-to-month basis, effective July 1, 2005.
2. Approve the attached Amendment No. 4 to Agreement Number 73192 with PDQ Personnel Services, Inc. for temporary personnel services for an additional six (6) months, on a month-to-month basis, effective July 1, 2005.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

This is to recommend that the Board approve an extension of six months each to the term of two existing Agreements for temporary personnel services. Approval of the proposed Amendments will allow the Public Library to continue providing temporary personnel services to support Department operations on an as-needed basis. These services are needed to provide the Public Library with the flexibility to provide coverage during sick leaves and family leaves, and to meet peak and critical workload demands. The Public Library's current Agreements for temporary personnel services expire on June 30, 2005.

### Implementation of Strategic Plan Goals

Approval of the recommendations is consistent with the County's Strategic Plan in the areas of service excellence, fiscal integrity, and organizational effectiveness.

### **FISCAL IMPACT/FINANCING**

The Public Library has sufficient funding in its operating budget to finance these services and approval of the recommendations will not adversely impact our current budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On December 22, 2000, the Board approved two Agreements for temporary personnel services with Act 1 Personnel Services and PDQ Personnel services, Inc. with a combined annual contract expenditure authority of \$400,000. The term of those contracts was two years with an option to extend two additional one-year periods, and an additional month-to-month extension for a period not to exceed six months.

The current Agreements will expire on June 30, 2005. Due to unforeseen workload demands, the Public Library was unable to complete the solicitation process in a timely manner. The proposed Amendments request an extension of the term of the current Agreements on a month-to-month basis for a period not to exceed six months. All other terms and conditions of the current Agreements will remain unchanged. The Amendments have been approved as to form by County Counsel.

### **CONTRACTING PROCESS**

The existing Agreements for temporary personnel services were established through a previous solicitation process and awarded by your Board on December 22, 2000. The Contractors have agreed to hold the same rates, terms and conditions, which includes all current County mandatory contracting requirements, for the proposed six months extension period.

Due to unforeseen workload demands, the solicitation process for new services will not be completed prior to the expiration of the current Agreements. We have developed the solicitation documents which are under review by various County offices. We anticipate releasing the Request for Proposal (RFP) in June 2005 and completing the

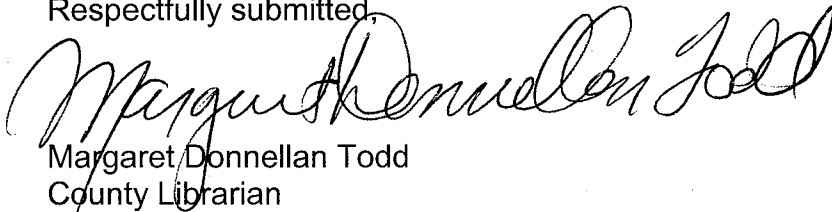
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solicitation within the six months extension period. The requested extension will allow the Public Library sufficient time to complete the solicitation process and recommend a new contract award to the Board without discontinuing service under the current Agreements.

**IMPACT ON CURRENT SERVICES**

Approval of the proposed contract Amendments will allow the Public Library to continue to have the ability to obtain temporary personnel to meet critical short-term needs, and to meet intermittent peak workload demands with no interruption of department operations.

Respectfully submitted,



Margaret Donnellan Todd  
County Librarian

MDT:DF:RG:TVF:jm

DF:C:\Documents and Settings\ReneM\Desktop\Board Letter - Temp Contract Extension rev 5-17-05a .wpd

Attachments

C: Chief Administrative Office  
County Counsel  
Executive Office, Board of Supervisors  
Auditor-Controller

**BY AND BETWEEN ACT 1 PERSONNEL SERVICES AND THE COUNTY OF  
LOS ANGELES TO PROVIDE TEMPORARY PERSONNEL SERVICES**

2. Except as expressly provided in this Amendment No. 4, all provisions, terms and conditions of the Agreement shall remain the same and in full force and effect.

**IN WITNESS WHEREOF**, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:

VIOLET VARONA-LUKENS  
Executive Officer-Clerk  
of the Board of Supervisors


By \_\_\_\_\_

CONTRACTOR:  
Act 1 Personnel Services  
Temporary Personnel Services

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.

County Counsel

By  \_\_\_\_\_  
HELEN S. PARKER  
Principal Deputy County Counsel

By  \_\_\_\_\_  
Patricia Bryant  
Vice President of Corporate Development

**BY AND BETWEEN PDQ PERSONNEL SERVICES, INC. AND THE COUNTY OF  
LOS ANGELES TO PROVIDE TEMPORARY PERSONNEL SERVICES**

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**IN WITNESS WHEREOF**, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:

VIOLET VARONA-LUKENS  
Executive Officer-Clerk  
of the Board of Supervisors

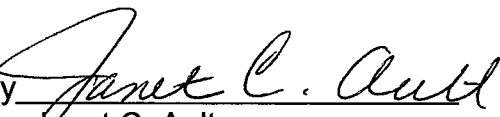
By \_\_\_\_\_

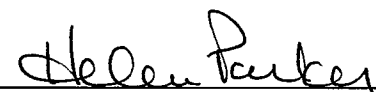
CONTRACTOR:  
PDQ Personnel Services, Inc.  
Temporary Personnel Services

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.

County Counsel

By   
Janet C. Ault  
Corporate Secretary

By   
HELEN S. PARKER  
Principal Deputy County Counsel